Γιώργος Γιαννακόπουλος
Βασιλική Μπουντούρη

Εισαγωγή στην Αρχειονομία

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Abstract

The content of this book is indicated by its title. It is an introduction to Archivonomy, the science of records management. It is addressed, primarily, to students studying in the broader field of information sciences and reflects our many years of related educational and professional activity in the Department of Library and Information Systems of TEI of Athens and the General Archives of the State. The book aims to clarify basic issues, attempting to answer questions such as: what is an archive; how and why is it created; why do we keep the archives; what is their role in everyday social activity, on an individual and collective level? What is their importance for the study of the past? Similarly, it attempts to highlight the existence and importance of Archives as distinct cultural institutions similar to Libraries and Museums. Finally, the basic methodological principles of archaeology are examined, as well as the significant changes brought about in archives and their management by modern digital technology. Theoretically, the book is concerned with analogue historical archives. De facto, however, it also examines active (administrative) archives, as modern scientific views support the unitary character of archival material. Of course, the new digital reality in the field of archives, whether it concerns the management of digitised documents or access to the rich content of the Internet, could not be ignored. The management and preservation of primary digital documents (concepts that are almost identical in the modern digital reality) is another issue that is tentatively addressed in the book.

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Εθνικό Πρόγραμμα Ανάπτυξης 2021-2025